



CITY OF SUNNYVALE

650 West Olive Avenue P. O. Box 3707
Sunnyvale, California 94088 -3707
(408) 730-7620

Business License Application

Business Name (Please Print Clearly) _____	
Corporate Name (If Different) _____	
Business Location (Not P. O. Box) _____	
City _____	State _____ Zip _____
Bus. Phone () _____ Bus. Fax () _____	
Mailing Address (If Different) _____	
City _____	State _____ Zip _____
Start Date in Sunnyvale _____	Description of Business (Provide detailed description of business activity) _____
Sales: <input type="checkbox"/> None <input type="checkbox"/> Wholesale <input type="checkbox"/> Retail <input type="checkbox"/> Resale Number _____	
Ownership: <input type="checkbox"/> Corporation <input type="checkbox"/> Ltd Liability Company <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Trust	
Contractors State License No. _____ License Type _____ Expiration Date _____	
Federal I. D. No. _____ State I. D. No. _____ Email Address _____	
Personal Information - Enter Names of Owners, Partners, or Corporate Officers - Use Additional Sheets as necessary	
Owner Name _____ Title _____ Phone () _____	
Home Address _____ Cell Phone () _____	
City _____ State _____ Zip _____ S. S. No. _____	
Owner Name _____ Title _____ Phone () _____	
Home Address _____ Cell Phone () _____	
City _____ State _____ Zip _____ S. S. No. _____	
PLEASE FILL IN THE APPROPRIATE BOXES BELOW AND SIGN (Review general Business License Tax Summary and enter applicable taxes and fees below.)	
Note: Businesses with rental properties need to include number of units and number of employees. Tax shall be based on the greater number of the two.	
No. of Rental Units <input style="width: 50px;" type="text"/>	No. of Employees (including Owner) working in Sunnyvale <input style="width: 50px;" type="text"/>
The following types of businesses may require special permits. Please mark any applicable types of use.	
<input type="checkbox"/> FIREARM SALES	Business Tax <input style="width: 100px;" type="text"/>
<input type="checkbox"/> MASSAGE	Inside/Outside City of Sunnyvale <input style="width: 100px;" type="text"/>
<input type="checkbox"/> HOLISTIC HEALTH	Penalty Fee <input style="width: 100px;" type="text"/>
<input type="checkbox"/> PAWNBROKER	Interest Fee <input style="width: 100px;" type="text"/>
<input type="checkbox"/> SECONDHAND DEALER	Prior Year(s) Amount Due <input style="width: 100px;" type="text"/>
<input type="checkbox"/> TATOO PARLOR	Processing Fee <input style="width: 100px;" type="text"/>
<input type="checkbox"/> ADULT ENTERTAINMENT ESTABLISHMENT	TOTAL AMOUNT DUE <input style="width: 100px;" type="text"/>
PLEASE MAKE CHECK PAYABLE TO THE CITY OF SUNNYVALE A \$30.00 fee will be imposed for all returned checks.	
I certify that I have read and understand the above. I declare under penalty of perjury that the information given above is true and correct to the best of my knowledge.	
Signature _____	Date _____ Title _____

PLEASE COMPLETE THE FOLLOWING INFORMATION

Do you own or rent at this location? ☐ Own ☐ Rent

Mailing Address _____

Web Address _____

If business has a separate STORAGE OR CORPORATION YARD, indicate the location:

Does the business IMPORT OR EXPORT ☐ Yes ☐ No Which Countries? _____

Is Company headquartered in Sunnyvale? ☐ Yes ☐ No If no, where is headquarters _____

CEO/CCO Name _____ Title _____ Phone () _____

Email Address _____

CFO Name _____ Title _____ Phone () _____

Email Address _____

Facilities Manager Name _____ Title _____ Phone () _____

Email Address _____

Human Resource Manager _____ Title _____ Phone () _____

Email Address _____

Alternate Emergency Contact Person _____ Title _____ Phone () _____

Email Address _____ Pager No. _____ Cell Phone () _____

PUBLIC SAFETY BUSINESS LICENSE INFORMATION (Additional permits may be required - contact 408-730-7100)

Alarm System? ☐ Burglar Alarm System ☐ Yes ☐ No Fire Alarm System ☐ Yes ☐ No

Burglar Alarm Company Name _____ Phone () _____

Address _____ License No. _____

Installation Date: _____

Fire Alarm Company Name _____ Phone () _____

Address _____ License No. _____

Installation Date: _____

Are there any HAZARDOUS MATERIALS used, stored, or transported? ☐ Yes ☐ No

(If yes, attach a detailed list of materials or chemicals and quantities)

Will your business have PUBLIC ASSEMBLY over 50 people? ☐ Yes ☐ No (Fire Inspection permit required)

(Restaurant, bar, theatre, bowling, etc.)

Is the business involved in any way with FIREARMS or EXPLOSIVES? ☐ Yes ☐ No

Does the business dispense or sell ALCOHOLIC BEVERAGES? ☐ Yes ☐ No

HOME OCCUPATION

Sunnyvale Home Business ☐ Yes ☐ No If yes, complete questions a-g

a. Will customers be visiting your home? ☐ Yes ☐ No

b. Will there be any deliveries? ☐ Yes ☐ No

c. How many people will be working in your home? _____

d. Where in the home will you be operating your business? _____

e. Total floor area (square feet) of your home. _____

f. Total floor area (square feet) of your home that will be devoted to your business. _____

g. How many vehicles (associated with your business) will visit your home each day? _____

Home Businesses (if applicable): I have read and understand the requirements for home businesses (see applicable provisions of the Sunnyvale Municipal Code).

Note: Payment of a business license tax and issuance of a Business License do not entitle you to conduct any illegal business or operations, or violate any applicable federal, state or local laws or regulations. As the owner or operator of a business, you must comply with all applicable zoning and public safety regulations and obtain all required permits.

EFFECTIVE January 1, 2005
Amount due = Tax per tax table below + Processing Fee (\$54 for new applications or \$23 for renewals)

GENERAL BUSINESS LICENSE SUMMARY (2 year License)							
BUSINESS LOCATED <u>INSIDE</u> OF CITY LIMITS				BUSINESS LOCATED OUTSIDE CITY LIMITS			
No. of Employees (including owner) Or Rental Units	Biennial Business License Tax	No. of Employees (including owner) Or Rental Units	Biennial Business License Tax	No. of Employees (including owner)	Biennial Business License Tax	No. of Employees (including owner)	Biennial Business License Tax
1-5	\$20	76-80	\$320	1-5	\$70	76-80	\$370
6- 10	\$40	81-85	\$340	6- 10	\$90	81-85	\$390
11-15	\$60	86-90	\$360	11-15	\$110	86-90	\$410
16-20	\$80	91-95	\$380	16-20	\$130	91-95	\$430
21-25	\$100	96-100	\$400	21-25	\$150	96-100	\$450
26-30	\$120	101-105	\$420	26-30	\$170	101-105	\$470
31-35	\$140	106-110	\$440	31-35	\$190	106-110	\$490
36-40	\$160	111-115	\$460	36-40	\$210	111-115	\$510
41-45	\$180	116-120	\$480	41-45	\$230	116-120	\$530
46-50	\$200	121-125	\$500	46-50	\$250	121-125	\$550
51-55	\$220	126-130	\$520	51-55	\$270	126-130	\$570
56-60	\$240	131-135	\$540	56-60	\$290	131-135	\$590
61-65	\$260	136-140	\$560	61-65	\$310	136-140	\$610
66-70	\$280	141-145	\$580	66-70	\$330	141-145	\$630
71-75	\$300	Over 146	\$600	71-75	\$350	Over 146	\$650
Minimum Tax for Business Inside City Limits: \$20.00				Minimum Tax for Business Outside City Limits: \$70.00			
Description of other Business types & related taxes		Business License Tax					
Auctioneer with a fixed place of business Auctioneer without a fixed place of business Carnival or Circus Pawnbroker NOTE: All new applications expire on December 31 st of the second year of the two-year cycle. Businesses starting operations on or after July 1 st pay 75% of the above tax. For example, a business with one employee that starts between July and December will pay \$15.00 (\$20x75%) for a two-year license tax certificate that will expire on December 31 st of the second year.		\$ 50.00 per day \$ 75.00 per day \$ 50.00 per day \$ 100.00 per year		In October of 2004, the City Council approved a processing fee of \$54.00 for all new business license applications and a processing fee of \$23.00 for all business renewals. The increase in fees become effective January 1st, 2005. These processing fees are in addition to the Business License Tax and represent a savings of \$11.00 to most businesses over the two years compared with prior renewal fees.			
General Business License Information							
<p>The City of Sunnyvale requires payment of the Business License Tax to operate any business in the City. At the time the Business License application is completed and the required tax and fees paid, you will receive a receipt. The Business License will be mailed to you after all appropriate City Departments have reviewed the application. You should not operate the business until all City requirements are met.</p> <p>Depending on the type of business which you propose to operate, where it will be operated, and whether you plan alterations to the building or property, other permits and fees may be required. To ensure that you meet all requirements, you should check if the following applies to you by contacting the One Stop Permit Center or by calling the number listed below.</p> <ol style="list-style-type: none"> 1. Confirm the zoning of the property where you plan to operate the business and whether the use is allowed by right or requires a Use Permit in the zone (730-7444, Planning Division). 2. Determine whether any Building, Grading, Demolition, Plumbing, Mechanical, Electrical, Occupancy, or Sign Permits/Inspections are required (730-7444, Building Division). 3. Obtain information on home occupations, parking requirements, setback requirements, sign requirements, design/architectural guidelines, land divisions, and possible City fees (730-7444, Planning Division). 4. Check with Public Safety Department, Fire Prevention Division, as to whether you meet Fire Prevention Codes (730-7444, Fire Prevention Division). <p>LATE PAYMENT - PENALTY - For failure to pay a license tax when due, the collector shall add to the amount due a penalty of ten percent of the amount of the license tax on the last day of each month after the due date thereof until paid, provided the amount of such penalty to be added shall in no event exceed one hundred percent of the amount of the license tax due. (SMC, Section 5.04.280).</p> <p>INTEREST - In addition to the penalties imposed, any person who fails to pay any tax imposed by this chapter, shall pay interest at the rate of one percent per month, or fraction thereof, on the amount of the tax, exclusive of penalties, from the date on which the tax first became delinquent until paid. (SMC Section 5.04.300).</p> <p>FOOD OR BEVERAGE SERVICES – If you intend to serve food or beverage, contact the Santa Clara County Health Department.</p> <p>STATEMENT OF FICTITIOUS BUSINESS NAME - When a business goes by any name other than the owner's real name, the business is being operated under a "fictitious name" (also known as "DBA - doing business as"). To obtain information on registering a fictitious business name, contact the County Clerk's Office, 70 W. Hedding Street, San Jose, CA.</p> <p>RESALE NUMBERS - Every person engaged in the business of selling tangible personal property must apply to the State Board of Equalization.</p> <p>CHANGE OF STATUS - To change any information on a business license, a Change of Status form must be completed (cost is \$2.50) and returned with payment to the One Stop Permit Center at City Hall, or the Finance Department located at 650 W. Olive Avenue, Sunnyvale.</p>							

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